

Assessment Roll Standards of Practice

9

Utah State Tax Commission

Property Tax Division

Rev. August 2002

Table of Contents

TABLE OF CONTENTS	1
SECTION IX.I	4
General Information	4
Purpose	4
Constitutional and Legislative Authority	4
SECTION IX.II	4
Standards of Practice	4
Standard 9.1 Assessment Roll Information	4
9.1.0 Purpose	4
9.1.1 Content	4
Standard 9.2 Preparation	4
9.2.0 Responsibility	4
9.2.1 Completion Dates	4
9.2.2 Format	5
Standard 9.3 Motor Vehicles	5
9.3.0 Motor Vehicles	5
Standard 9.4 Unregistered Other Locally Assessed Personal Property	5
9.4.0 Information Requirements	5
Standard 9.5 Locally Assessed Real Property	6
9.5.0 Information Requirements	6
Standard 9.6 Assessment Roll Reports	7
9.6.0 Reports for Summary Information	7
9.6.1 County Board of Equalization Adjustments	7
9.6.2 Exemptions	7
Standard 9.7 Changes in the Assessment Roll/Assessor's Statement	7
9.7.0 Authority	7
9.7.1 Changes in Real Property Values	8
9.7.2 Changes in Locally Assessed Personal Property	8

9.7.3 Real Property Valuation Changes After Roll is Closed	8
Standard 9.8 Assessment Roll Uses	8
9.8.0 Use by County Auditor	8
9.8.1 Assessment Roll to Tax Roll	8
9.8.2 Assessment/Tax Roll to County Treasurer	8
9.8.3 Create and Send Tax Bills	8
9.8.4 Assessment/Tax Roll is Primary Accounting Record	8
APPENDIX 9A	9
Overlapping Taxing Entities	9
APPENDIX 9B	9
Recommended Schedules for Personal Property Assessment	9
APPENDIX 9C	10
Forms	10

Section IX.I

General Information

Purpose

These standards provide a reference to uniform methods of recording valuation and assessment data for all properties on the assessment roll. These standards address the form, content, preparation and uses of the assessment roll, including the responsibilities of various county and state officials.

Constitutional and Legislative Authority

The majority of law dealing with the assessment roll is found in Section 59-2-311 to 59-2-329, the applicable rule is R884-24P-37.

Section IX.II

Standards of Practice

Standard 9.1 Assessment Roll Information

9.1.0 Purpose

The assessment roll is the primary accounting record for property values. It serves as the basis for generating the “Notice of Value and Tax Change” and the “Tax Notice” and provides essential information to a variety of interested parties. For example, underwriters use assessment roll information for determining the issuance of general obligation bonds.

9.1.1 Content

Though Utah statutes refer to “the assessment roll” for practical reasons, the assessment roll is traditionally divided into four separate rolls or sections. They are:

- Motor Vehicles (registered personal property)
- Unregistered other locally assessed personal property (business personal property)
- Centrally assessed property
- Locally assessed real property

The assessment roll should provide minimum valuation and descriptive information for each property in each category.

Standard 9.2 Preparation

9.2.0 Responsibility

The initial preparation and distribution of the real property, personal property and motor vehicle assessment roll is the responsibility of the assessor, except where motor vehicle assessment is administered by the Tax Commission or County Treasurer. For centrally assessed property, the initial preparation and distribution of the assessment roll is the responsibility of the Property Tax Division of the State Tax Commission.

9.2.1 Completion Dates

The assessor must have entered all locally assessed real property values on the roll by May 22 of each year. The locally assessed personal property rolls for motor vehicles and

business personal property are not completed until the end of the assessment year, December 31. However, attached personal property and attached motor vehicle tax amounts may be included with the May 22nd assessment roll. The centrally assessed roll must be completed and delivered to the county auditor by June 1.

9.2.2 Format

The format of the assessment roll should be logical and include a list of all information by account or property identification number by tax area. A tax area is a unique combination of overlapping taxing entities. (See Appendix 9A)

Standard 9.3 Motor Vehicles

9.3.0 Motor Vehicles

The motor vehicle assessment roll includes all property that must be registered with the Utah Motor Vehicle Division, including cars, boats, snowmobiles, etc. Minimum information requirements are:

- Account Identification Number
- Tax Area Identifier
- Name of owner, possessor or user
- Address of the owner
- Address where the property is located
- Description of the property
- Make, model, and year of manufacture
- Manufacturer's VIN (Vehicle Identification Number)
- Tax Commission Recommended Schedules for Personal Property Assessment (See Appendix 9B)
- Number of vehicles, if more than one is being assessed on the same account number
- Market value of each vehicle and the total for the account except for age-based vehicles
- Attachment code if the vehicle is attached/listed with real property for tax purposes
- Parcel identification number for the real property with which the vehicle is listed
- Exemption code if all or a portion of the value is subject to veteran's or blind exemption
- Amount of the exemption

Note: Age-based vehicles are motor vehicles required to be registered with the State and weighing less than 12,000 pounds, including passenger cars, light trucks, sport utility vehicles, vans and state-assessed commercial vehicles (those weighing less than 12,000 pounds).

Standard 9.4 Unregistered Other Locally Assessed Personal Property

9.4.0 Information Requirements

Minimum information requirements for unregistered/business personal property are:

- Account Identification Number
- Name and address of the owner, possessor, or user
- Street address where the property is located
- Parcel Identification Number of the real property where the personal property is usually located, particularly if the taxpayer typically attaches his taxes
- Tax Area Identifier
- Description of the property by class or category using the Commission's classifications (See Appendix 9B)
- Total market value for each account
- Attachment code if the property is attached/listed with real property
- The Parcel Identification Number of the real property with which the personal property is listed
- Exemption code
- Amount of the exemption

Standard 9.5 Locally Assessed Real Property

9.5.0 Information Requirements

Minimum information requirements for locally assessed real property are:

- Property Identification Number
- Owner's name and address
- Street address or other location description
- A complete legal description, including the size of the property
- Tax Area Identifier
- Market value and taxable value of the land in the following categories:
 - a. Residential-Primary Use (Improved)
 - b. Residential-Secondary Use (Improved)
 - c. Commercial/Industrial (Improved)
 - d. Vacant land - Non "Farmland Assessment Act" - All vacant land, whether lots or acreage, not assessed under FAA (FAA refers to land assessed under the Farmland Assessment Act based on agricultural use)
 - e. Vacant Land - FAA - Land which is assessed based on agricultural use (the assessment roll should indicate the amount and agricultural use value for each FAA land classification)

Market value and taxable value for buildings and improvements in the following categories:

- Residential - Primary use
- Residential - Secondary use
- Commercial - Industrial use
- Agriculture use

The following totals should also be shown:

- Total market value and taxable value for all categories of land including FAA land
- Total market value and taxable value of all categories of buildings and improvements
- Total taxes attached of any attached personal property
- Total market and taxable value for each parcel including attached personal property
- Exemption code if all or a portion of the property is subject to any exemption

Standard 9.6 Assessment Roll Reports

9.6.0 Reports for Summary Information

The structure and format of the assessment roll should allow certain summary information to be listed on reports required by the Tax Commission. The reports are listed here and examples are found in Appendix 9C.

- PT-200, *Final Countywide Taxable Values, Report 233b*
- PT-220, *Report of the Sum of Taxable Values by the County Assessor, Report 697*
- PT-235, *Net Annexations Value, Report 710*
- PT-230, *Calculations of New Growth, Report 712A*
- PT-225, *Report of New Growth Adjustments, Report 714*

9.6.1 County Board of Equalization Adjustments

Valuation adjustments made by the county board of equalization should be summarized by property category, tax area and taxing entity, and should indicate the following:

- Market value and taxable value before an adjustment
- Market value and taxable value after the adjustment
- The amount of the adjustment

9.6.2 Exemptions

Exemptions should be summarized to show the number of each type of exemption granted. Partial exemptions should be identified where possible.

Guideline

Exemption codes should allow for identification of the following types of exemptions:

- Federal law
- State & local government ownership
- Religious
- Charitable
- Educational
- Veterans
- Blind
- Other

Standard 9.7 Changes in the Assessment Roll/Assessor's Statement

9.7.0 Authority

The assessor can only make changes to the assessment roll while it is in the assessor's custody. Once the assessor completes the real property assessment roll, the assessor must sign a statement to that effect. (Section 59-2-311) See Form PT-90, "Sample Assessor's Statement", in Appendix 9C. The assessor must deliver the roll to the county auditor before May 22nd. Once it has been relinquished to the auditor, changes to real property values must be authorized by the county board of equalization (Board) or the Tax Commission.

9.7.1 Changes in Real Property Values

Any changes in real property values ordered by the county board of equalization and/or the Tax Commission are entered (posted) on the assessment roll by the county auditor. No other office has the authority to post valuation changes. The auditor must sign a statement certifying that accurate records have been kept and that all authorized changes have been made. Failure to create the signed statement (Section 59-2-326), and post it to the assessment roll constitutes a major defect in the assessment process.

9.7.2 Changes in Locally Assessed Personal Property

Any changes in locally assessed personal property ordered by the county board of equalization or Tax Commission are posted by the assessor.

9.7.3 Real Property Valuation Changes After Roll is Closed

If real property valuation changes are ordered after the rolls are closed, the change must be made to the tax amount charged, not the value. Changes in tax amounts must be authorized by the county commission or council and posted by the treasurer.

Standard 9.8 Assessment Roll Uses

9.8.0 Use by County Auditor

The county auditor uses the assessment roll to generate the "Notice of Valuation and Tax Changes" which is sent to all locally assessed real and centrally assessed property owners on or before July 22. These notices initiate the county board of equalization appeals process for locally assessed real property. (Section 59-2-919)

9.8.1 Assessment Roll to Tax Roll

The auditor is responsible for transforming the assessment roll into the tax roll by applying tax rates and tax credits. The assessor and treasurer performs this function for the personal property assessment roll.

9.8.2 Assessment/Tax Roll to County Treasurer

Once the county board of equalization changes have been posted and tax rates have been applied, the auditor delivers the real property and centrally assessed property assessment/tax roll to the county treasurer. An accompanying statement must be signed by the auditor attesting that all corrections authorized by the county board of equalization and the Tax Commission are reflected on the assessment roll. (Section 59-2-326) See Form PT-91, "Sample Auditor's Statement", in Appendix 9C.

9.8.3 Create and Send Tax Bills

The treasurer uses the assessment/tax roll to create and send tax bills to real property and centrally assessed property owners. Collections and other credits are posted on the roll.

9.8.4 Assessment/Tax Roll is Primary Accounting Record

The assessment/tax roll becomes the primary accounting record and serves as the basis for final settlement of taxes and value between the assessor, auditor and treasurer.

Appendix 9A

Overlapping Taxing Entities

The three circles below represent the geographic boundaries of three hypothetical taxing entities with the following tax rates:

- Entity A – .0050
- Entity B – .0025
- Entity C – .0045

These entities overlap to form 7 different tax areas with different aggregate tax rates.

Appendix 9B

Recommended Schedules for Personal Property Assessment

Class No.	Description	Valuation Source
Class 1	Short Life Property	IRS class life, 3 years
Class 2	Computer Dependent Machinery	IRS class life, 8 years
Class 3	Short Life Equipment	IRS class life, 5 years
Class 5	Furniture & Trade Fixtures	IRS class life, 9 years
Class 6	Heavy & Medium Duty Trucks	Truck Blue Book, 14 years
Class 7	Medical & Dental Equipment	IRS class life, 11 years
Class 8	Machinery & Equipment	IRS class life, 11 years
Class 9	Off-Highway Recreational Vehicles	NADA Motorcycle ATV Guide, 13yrs
Class 10	Railroad Cars	IRS class life, 14 years
Class 11	Street Motorcycles	NADA Motorcycle Appraisal, Guide, 17yrs
Class 12	Computer Hardware	IRS class life, 7 years
Class 13	Heavy Equipment	The Green Guide, 15 years
Class 14	Motor Homes	NADA Recreational Vehicle Guide, 17 yrs
Class 15	Semi-conductor Manufacturing Equip.	IRS class life, 6 years
Class 16	Long Life Property	IRS class life, 20 years
Class 17	Boats, Boat Motors & Jet Skis	ABOS Marine Blue Book, 21yrs
Class 18	Travel Trailers & Truck Campers	NADA Recreational Vehicle Guide, 17 yrs
Class 20	Petroleum & Natural Gas Equipment	IRS class life, 14 years
Class 21	Commercial & Utility Trailers	Commercial Trailer Blue Book, 17 yrs
Class 22	Passenger Cars, Vans and Light Trucks	Age based Uniform Fee
Class 23	Unlisted Aircraft	Aircraft Blue book Price Digest, 13 yrs
Class 24	*Leasehold Improvements	Marshal Valuation Service, 13 years
Class 25	Aircraft Parts Manufacturing Tools and Dies	IRS class life, 6 years
Class 26	Personal Watercraft	ABOS Marine Blue Book, 14 years

*Short-life leasehold property may be included with Class 3 property.

Appendix 9C

Forms

PT-90	County Assessor's Statement
PT-91	County Auditor's Statement
PT-200	Final Countywide Taxable Values, Report 233b
PT-220	Report of the Sum of Taxable Values by the County Assessor, Report 697
PT-235	Net Annexations Value, Report 710
PT-230	Calculations of New Growth, Report 712A
PT-225	Report of New Growth Adjustments, Report 714

County Assessor's Statement _____ County	UCA §59-2-311 Form PT-90 PT-090.ai Rev. 5/00
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Instructions: Prior to May 22 of each year, the assessor shall complete and deliver the assessment book to the county auditor. The assessment book shall contain the following ascription (or similar).

County Certification

I, _____, the assessor of _____ County, do swear that before May 22, _____, I made diligent inquiry and examination, and either personally or by deputy, established the value of all of the property within the county subject to assessment by me; that the property has been assessed on the assessment book equally and uniformly according to the best of my judgment, information, and belief at its fair market value; that I have faithfully complied with all the duties imposed on the assessor under the revenue laws including the requirements of Section 59-2-303(1); and that I have not imposed any unjust or double assessments through malice or ill will or otherwise, or allowed anyone to escape a just and equal assessment through favor or reward, or otherwise.

Assessor's Signature

County Auditor's Statement _____ County	UCA §59-2-326 Form PT-91 PT-091.ai Rev. 5/00
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Instructions: Prior to November 1 of each year, the auditor shall deliver the corrected assessment roll to the county treasurer, together with the following statement (or similar).

Auditor's Certification

I, _____, county auditor of the county of _____,
do swear that I received the accompanying assessment roll of the taxable property of the
county from the assessor, and that I have corrected it and made it conform to the requirements
of the county board of equalization and commission, that I have reckoned the respective sums
due as taxes and have added up the columns of valuations, taxes, and acreage as required by
law.

Auditor's Signature

Final Countywide Taxable Values Report 233b

Form PT-200
pt-200.xls Rev. 2/01

County: _____ Year: _____

Real Estate - Land

	Numbers/Parcels	Taxable Values
Residential - primary use	_____	\$ _____
Residential - not primary use	_____	\$ _____
Commercial and industrial - improved	_____	\$ _____
Agricultural (non-FAA) - improved	_____	\$ _____
Agricultural (FAA)	_____	\$ _____
Unimproved land (non-FAA)	_____	\$ _____
Total assessment of land real estate		A. \$ _____

Real Estate - Buildings, Structures, Etc.

Residential - primary use	_____	\$ _____
Residential - not primary use	_____	\$ _____
Commercial and industrial	_____	\$ _____
Agricultural	_____	\$ _____
Total assessment of structures		B. \$ _____
Total real property (A + B)		\$ _____

Personal Property

Fee-in-lieu property	_____	\$ _____
Age-based property	_____	\$ _____
Manufactured/mobile homes - primary res.	_____	\$ _____
Manufactured/mobile homes - other	_____	\$ _____
Commercial and industrial machinery	_____	\$ _____
Trade fixtures	_____	\$ _____
Other personal property	_____	\$ _____
Total personal property		\$ _____
Total personal property minus fee-in-lieu		C. \$ _____
Grand total, locally assessed property (A + B + C)		\$ _____

Certification by County Assessor and Auditor

I, _____, as County Assessor certify that the information contained herein is true and correct in compliance with UCA 59-2-913.

Signature: _____ Date: _____

I, _____, as County Auditor certify that the information contained herein is true and correct in compliance with UCA 59-2-913.

Signature: _____ Date: _____

***This information is sent in the format of a computer generated report from each county auditor to the State Tax Commission; therefore this form is not being used currently.

<p style="text-align: center;">Instructions Final Countywide Taxable Values Report 233b</p>	<p style="text-align: center;">Form PT-200 pt-200-inst.doc Rev. 2/01</p>
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<p>Prepared by: County Auditors and County Assessors Statutory reference: UCA §59-1-210 & Article 13, Section 11, Utah Constitution, Due date: February 27</p>
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General Information

Report 233b gives the countywide taxable values for locally assessed properties, including real and personal properties, as reported by county assessors on the assessment rolls.

The report is divided into three basic sections, reporting locally assessed values for:

- 1) real estate
- 2) buildings, structures, etc.
- 3) personal property

These categories are further broken down into subcategories.

The report is prepared by county assessors and reviewed by county auditors.

Instructions

Parcel counts and taxable values should be reported in the appropriate categories based upon the following definitions.

Real Estate – Land

Real Estate is the possession of, claim to, ownership of, or right to the possession of land and improvements, as explained in UCA §59-2-102.

Residential – Primary Use

Primary residential land is assessed at 55 percent of market value. Land in excess of one acre should be reported as Unimproved Land. (UCA §59-2-103)

Residential – Not Primary Use (Improved)

Secondary improved residential land is assessed at 100 percent of market value. This includes property such as vacation homes and time-share property.

Commercial and Industrial (Improved)

The Land upon which a commercial or industrial improvement is being assessed.

Agricultural – Non FAA (Improved)

Land Valued at 100% of market value upon which an agricultural improvement is being assessed.

Agricultural – FAA

Land assessed under the Farmland Assessment Act, including barns, sheds, greenhouses, dams, ponds. Does not include land that is under the farmhouse.

Unimproved Land (Non FAA)

All Vacant Land assessed at 100% of market value.

Homesite Value

There is not a category for homesite value. What was formerly reported as homesite value is to be reported in one of the other categories as appropriate. In most cases this will be Residential Primary. However, if it is land that a commercial building sits on, it should be reported as Commercial and Industrial.

Real Estate – Buildings, Structures, Etc.**Residential – Primary Use**

All primary residential buildings and structures assessed at 55% of market value. (UCA §59-2-103)

Residential – Not Primary Use

All secondary residential buildings and structures assessed at 100% of fair market value (e.g., vacation homes, secondary homes and time-shares.)

Commercial and Industrial

All buildings and structures coded as commercial or industrial are assessed at 100% of Market Value.

Agricultural

All buildings and structures coded as agricultural use are assessed at 100% of Market Value.

Personal Property**Fee-in-lieu Property**

Report all registered motor vehicles that weigh 12,001 pounds or more and are subject to the uniform fee in this category. (UCA §59-2-405)

Age-based Property

Report all registered motor vehicles that weigh 12,000 pounds or less and are subject to the age-based uniform fee in this category. (UCA §59-2-405.1)

Manufactured/Mobile Homes – Primary Use

All manufactured or mobile homes permanently affixed to real estate will be valued at 55% of market value. (UCA §59-2-602)

Manufactured/Mobile Homes – Other

All other manufactured or mobile homes classified as Personal Property are valued at 100% of market value.

Parcel & Building Counts

Parcel Counts

Report the number of separately assessed parcels of land for each category. If a parcel is assessed under more than one category, it should be included in those categories.

Number – Buildings & Structure

Report the number of separately assessed buildings and structures. Where there is more than one building or structure on a parcel of land, each building or structure is counted separately.

Number – Personal Property

Fee-in-lieu Property – The number of individual registered vehicles subject to the age-based uniform fee.

Manufactured/Mobile Homes (Primary Residential Use) – The number of individual manufactured or mobile homes being assessed. Where more than one mobile home is assessed on a single account or assessment record, each mobile home is counted.

Mobile Homes (Other) – These shall be treated the same as the previous category.

Verification

The State Tax Commission does not verify the data on this form. The data is used to develop parcel counts and other information provided to the state auditor's office.

<p>Report of the Sum of Taxable Values by the County Assessor</p> <p>Report 697</p>	<p>Form PT-220</p> <p>pt-220.xls Rev. 2/01</p>
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<p>Report of the Sum of Taxable Values by the County Assessor</p> <p>Report 697</p>	<p>Form PT-220</p> <p>pt-220.xls Rev. 2/01</p>
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County: _____ **Year:** _____

[illegible]

Note: The value listed for redevelopment is the total of all the RDAs (Report 695A) affecting the entity.

Certification by County Assessor and Auditor

I, _____, as County Assessor certify that the information contained herein is true and correct.

Signature: _____ Date: _____

I, _____, as County Auditor have examined the information submitted on this statement and have found it to be true and correct.

Signature: _____ Date: _____

Instructions Report of the Sum of Taxable Values by the County Assessor Report 697	Form PT-220 pt-220-inst.doc Rev. 2/01
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Prepared by:	County Assessor
Statutory reference:	UCA §59-2-924, Tax Commission Administrative Rule R884-24P-24
Due date:	June 1

General Information

Report 697 is the summary of taxable values for each entity adjusted for redevelopment value.

The form lists property values by entity and is filled out by county assessors with assistance from county auditors. Once completed, this form is sent to county auditors. The values are reported as follows:

- real property as of January 1, as assessed by county assessors;
- personal property includes all that has been billed for the current year; estimates for unbilled property shall also be included in this figure; and,
- centrally assessed property value of properties as assessed and reported by the State Tax Commission.

Instructions

Column 1– Taxing Entities

List all the taxing entities in the county.

Column 2 – Real Property

Enter the taxable value of land and buildings assessed by county assessors (do not include attached personal property).

Column 3 – Personal Property

Enter the taxable value of personal property assessed by county assessors on the rolls as of the lien date, plus any estimate for property not yet taxed. This column does not include fee-in-lieu or age-based property.

Column 4 – Centrally Assessed Property

Enter the taxable value of property assessed by the State Tax Commission. The State Tax Commission reports these values to county auditors by June 8 (59-2-802 UCA). This column includes car and bus values.

Column 5 – Sum of Taxable Values

Add columns 2, 3, and 4 and enter the total here.

Column 6 – Total RDA Value

Enter the current RDA value from line 9 of Report 695A.

Column 7 – Adjusted Taxable Value

Subtract column 6 from column 5 and enter the total here. This number will be used on reports 694 or 694A, 712A and 713 or 713A.

Note

It is important that county auditors review the methods and procedures used by county assessors. For example: over-estimating personal property results in revenue shortfalls.

Net Annexations Value Report 710	Form PT-235 pt-235.xls Rev. 2/01
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County: _____ Year: _____

1 Annexation	2 Current Year's Taxable Value of Property Annexed in Less RDA	3 Prior Year's Taxable Value of Property Annexed Out Less RDA	4 Net Annexation Value (To Report 712A, Col. 6)

Certification by County Assessor and Auditor

I, _____, as County Assessor certify that the information contained herein is true and correct.

Signature: _____ Date: _____

I, _____, as County Auditor have examined the information submitted on this statement and have found it to be true and correct.

Signature: _____ Date: _____

Instructions Net Annexations Value Report 710	Form PT-235 pt-235-inst.doc Rev. 2/01
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Prepared by:	County Assessor
Statutory reference:	R884-24P-24
Due date:	June 1

General Information

Report 710 is used to report the value of each annexation that occurred during the previous tax year.

County assessors will complete this form with the help of county auditors.

Instructions

Column 1 – Annexation

Enter the name of the annexation, as it was recorded.

Column 2 – Current Year's Taxable Value

Enter current year taxable value of property annexed in less current year RDA value. The value of real and personal property is assessed by county assessors and the centrally assessed property value is provided by the State Tax Commission.

Column 3 – Prior Year's Taxable Value

Enter previous year's taxable value of property annexed out less year-end RDA value. The value of real and personal property is assessed by county assessors and the centrally assessed property value is provided by the State Tax Commission.

Column 4 – Net Annexation Value

Subtract column 3 from column 2 and enter the total here.

Verification

The information is reviewed and certified to be accurate by county assessors and county auditors. The State Tax Commission also verifies the information.

Calculations of New Growth 712A Report

Form PT-230
pt-230.xls Rev. 6/01

County: _____ **Year:** _____

[illegible]

Certification by County Auditor

I, _____, certify that the information contained herein is true and correct.

Signature: _____ Date: _____

Instructions Calculations of New Growth Report 712A	Form PT-230 pt-230-inst.doc Rev. 6/01
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Prepared by: Statutory reference: Due date:	County Auditor UCA §59-2-924, Tax Commission Administrative Rule R884-24P-24K June 1
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General Information

Report 712A calculates the amount of new growth within the entity from one tax year to the next.

New growth is adjusted for “growth” due to factoring orders, reappraisals or any other adjustments to assessed values and also by the annexations into or out of the entity.

Actual New Growth

Actual new growth is the current year’s preliminary value adjusted for redevelopment tax increment plus or minus changes in value due to reappraisal, factoring and legislative changes, or court orders minus previous year’s taxable value adjusted for redevelopment tax increment.

New Growth

New growth will be equal to actual new growth or net annexation value, based on the conditions for annexations. Please refer to State Tax Commission Rule R884-24P-24K.

Instructions

Column 1 – Taxing Entities

Enter the names of the taxing entities in the county. Each taxing entity should be listed and a separate calculation for new growth will be performed for each entity.

Column 2 – Last Year’s Adjusted Taxable Value

Enter the value for each entity from column 4 of Report 750. This number is the total year-end locally assessed and centrally assessed value adjusted by the RDA value.

Column 3 – Current Year’s Adjusted Taxable Value

Enter the amount from column 7 of Report 697. This amount is the total current year locally assessed and centrally assessed value adjusted by the RDA value.

Column 4 – New Growth Adjustment (Reappraisal, Factoring, Legislative)

Enter the amount from column 5 of Report 714. This amount is the total adjustment due to reappraisal, factoring or legislative changes.

Column 5 – Actual New growth

Enter the result of column 3 minus column 2 minus column 4.

Column 6 – Net Annexation Value

Enter the amount from column 4 of Report 710.

Column 7 – New Growth

Based on the criteria established in Rule R884-24P-24K, calculate the new growth.

<p>Report of New Growth Adjustments</p> <p>Report 714</p>	<p>Form PT-225</p> <p>pt-225.xls Rev. 2/01</p>
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<p>Report of New Growth Adjustments</p> <p>Report 714</p>	<p>Form PT-225</p> <p>pt-225.xls Rev. 2/01</p>
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County: _____ **Year:** _____

[illegible]

Certification by County Assessor and Auditor

I, _____, as **County Assessor** certify that the information contained herein is true and correct in compliance with UCA 59-2-924.

Signature: _____ Date: _____

I, _____, as **County Auditor** have examined the information submitted on this statement and have found it to be true and correct.

Signature: _____ Date: _____

Instructions Report of New Growth Adjustments Report 714	Form PT-225 pt-225-inst.p65 Rev. 2/01
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Prepared by:	County Assessor
Statutory reference:	UCA §59-2-906.3 & 924
Due date:	June 1

General Information

Report 714 shows the change in value by entity, which occurred between the previous and current tax year as a result of factoring, reappraisal, or legislative changes. This report is used in the calculation of new growth.

County assessors are to report any increase or decrease that occurred in the county from a factoring order, reappraisal or legislative change. Values should be listed by entity.

Instructions

Column 1 – Taxing Entity

List each taxing entity in the county.

Column 2 – Increase or Decrease In Taxable Value From Reappraisal

Enter the amount of each entity's total value resulting from reappraisal.

Column 3 – Increase or Decrease In Taxable Value From Factoring

Enter the amount of each entity's total value resulting from factoring orders issued by the county or the State Tax Commission. This helps ensure that the entity is following any orders issued by the courts, the State Tax Commission or the local board of equalization.

Column 4 – Increase or Decrease In Taxable Value

Enter the amount of each entity's total value resulting from legislative changes and/or court decisions.

Column 5 – Total Value Adjustments

Add the amounts in columns 2, 3 and 4 and enter the total here. Transfer this total to column 4 of Report 712A.